

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**MANPOWER STANDARD 4020TC**

**15 SEPTEMBER 2004**

***Manpower Standard***

**COMBAT READINESS TRAINING CENTER (CRTC)  
LOGISTICS GROUP COMMAND**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Command function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC Command function. This standard applies to the Alpena, Gulfport, Savannah, and Volk Field CRTCs and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering (ANG/XPME/Operating Location TN[OLTN]), 3001 Handly Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

### ***SUMMARY OF REVISIONS.***

This document is substantially revised and must be completely reviewed.

### **1. STANDARD DATA.**

1.1. Approval Date: 1 June 2004.

1.2. Man-hour Data Source: A Staffing Pattern was used to determine the manpower requirement for this function.

1.3. Man-hour Equation:  $Y = 1$  (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Mr Pat Welch, ANG/C4R

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

**2. APPLICATION INSTRUCTIONS.** This work center requires constant manpower of one authorization. No other application instructions apply.

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine hour days and one eight hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools.*

*Abbreviations and Acronyms*

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**ATS** - Automated Training System

**BETM** - Base Education Training Manager

**CDC** - Career Development Course

**CRTC** - Combat Readiness Training Center

**CSB** - Computer Support Base

**CSO** - Contract Services Office

**EOC** - End-Of-Course

**FTD** - Field Training Detachment

**IAW** - In Accordance With

**MEP** - Management Engineering Program

**MPF** - Military Personnel Flight

**MTL** - Master Task Listing

**MTP** - Master Training Plan

**NMCS** - Non-Mission-Capable Supply

**OJT** - On-The-Job Training

**OPR** - Offices of Primary Responsibility

**POD** - Process Oriented Description

**SAV** - Staff Assistance Visit

**SCR** - Special Certification Roster

**STS/CFETP** - Specialty Training Standards/Career Field Education and Training Plan

**USP&FO** - United States Property and Fiscal Officer

**UTA** - Unit Training Assemblies

**WRM** - War Reserve Materiel

*Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

**Man-hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Staffing Pattern.** Constant manpower.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

## Attachment 2

**PROCESS ORIENTED DESCRIPTION  
COMBAT READINESS TRAINING CENTER (CRTC)  
LOGISTICS COMMAND**

**Table A.2.1. Listing of Functional Processes.**

1.	MANAGEMENT:
1.1.	ESTIMATES AND PROGRAMS REQUIREMENT:
1.1.1.	MANAGES FACILITY. Directs planning, review, and determination of facility requirements. Ensures compliance with applicable regulations. Identifies planning requirement to Director of Logistics work centers or other personnel. Reviews and evaluates facility plan or proposal. Oversees acquisition and implementation process. Makes facility assignment decision.
1.1.2.	MANAGES RESOURCES, SUPPLY, OR EQUIPMENT. Directs planning, review, use, and determination of supply or equipment. Makes and approves equipment acquisition decision. Reviews and approves subordinate work center equipment request. Plans and establishes internal policies and procedures.
1.1.3.	MANAGES SUBORDINATE PERSONNEL. Directs utilization of resource personnel or staff. Establishes work priority; oversees work in progress to ensure compliance with directive, quality standard, safety, or security regulation; ensures supply discipline, care of equipment or facility, and gives verbal instruction to subordinate. Informs subordinate of policy, practice, or procedural change affecting individual or organizational status. Counsels employee, interviews, and selects employee. Develops criteria, evaluates personnel performance, and manages employee recognition program. Participates in Labor Relations Program, Equal Opportunity Program, or other human resource management program. Participates in problem solving and takes required actions.
1.1.4.	MANAGES TRAINING PROGRAM. Directs planning, review, and determination of training requirement. Reviews training status and makes decision related to training management.
1.1.5.	REVIEWS INCOMING DISTRIBUTION. Reviews incoming communication for information, necessary action, and routing.
1.1.6.	REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing communication for completeness, accuracy of content and coordination; signs and dispatches.
1.1.7.	COORDINATES WITH OUTSIDE AGENCY. Coordinates with outside agency to affect accomplishment of the mission or maintenance support requirement.
1.1.8.	REVIEWS REPORT OR STATISTICAL DATA. Analyzes report, statistical data, and management product. Evaluates work center status to identify exception, trend, or condition requiring management attention.

1.1.9.	ATTENDS OR CONDUCTS BRIEFING, CONFERENCE, AND MEETING. Gathers information, organizes reference material, and attends/conducts briefing, conference, or meeting. Establishes/conducts board or council meeting.
1.2.	PROVIDES TECHNICAL ASSISTANCE:
1.2.1.	PROVIDES TECHNICAL MANAGEMENT ADVICE. Provides Commander and staff advice on subject relating to logistic and financial organization procedures development, equipment requirement, maintenance priority, or other management problem.
1.2.2.	PROVIDES LIAISON BETWEEN STAFF AND MANAGEMENT. Provides a communicative channel to subordinate management personnel by visiting work center, observing condition and activity, and conversing with personnel. Informs staff of change affecting personnel or operation by means of written notice or personal contact.
1.2.3.	EVALUATES ACTIVITY. Visits subordinate activity to observe conditions and evaluates resource capability, performance, or requirement.
2.	TECHNICAL PROGRAM ADMINISTRATION:
2.1.	PERFORMS AS ASSISTANT UNITED STATES PROPERTY AND FISCAL OFFICER (USP&FO) FOR AIR (SUPPLY):
2.1.1.	DIRECTS SUPPLY OPERATION. Ensures accountable record is accurately reported. Monitors free issue/forced credit surveillance listing. Approves or disapproves free issue/forced credit turn-in.
2.1.2.	ENSURES OPERATIONAL STATUS OF EQUIPMENT. Directs planning to ensure that during instance of unscheduled communication and/or terminal equipment downtime requiring remedial maintenance, prompt coordination is accomplished to return the system to an operational status.
2.1.3.	ENSURES ACCURACY AND TIMELY SUBMISSION OF COMPUTER OR MANUALLY PREPARED REPORT.
2.1.4.	APPROVES/CERTIFIES AUTHORITY FOR INVENTORY ADJUSTMENT.
2.1.5.	MONITORS CUSTOMER AND PROFICIENCY TRAINING. Ensures adequate customer and proficiency training.
2.1.6.	DIRECTS COORDINATION WITH COMPUTER SUPPORT BASE (CSB). Ensures necessary coordination is accomplished between CSB chief of supply and host command in management of the stock fund.
2.1.7.	APPROVES AUTHORITY FOR BASE-LEVEL EQUIPMENT.

2.1.8.	ENSURES VERIFICATION OF NON-MISSION-CAPABLE SUPPLY (NMCS). Maintains annual inventory listing and cover letter. Reports discrepancy to the Contract Services Office (CSO) and/or USP&FO for follow-up action.
2.1.9.	ACTS AS THE MEDICAL SUPPLY OFFICER.
2.1.10.	ACTS AS THE MUNITIONS ACCOUNTABLE OFFICER.
2.1.11.	ACTS AS UNIT FUELS OFFICER. Monitors fuel product accounting and reporting.
2.1.12.	MANAGES THE INFORMATION PROCESSING MANAGEMENT SYSTEM. Maintains annual inventory listing and cover letter. Reports discrepancies to the CSO and USP&FO for follow-up action.
2.1.13.	MONITORS WAR READINESS REQUIREMENTS. Ensures category of war reserve materiel (WRM) managed by the Chief of Supply is available, accurately reported, and maintained in a high state of readiness.
2.2.	MANAGES SUPPORT AGREEMENT:
2.2.1.	PROVIDES INPUT. Develops and provides input to host-tenant and/or interservice support agreement.
2.2.2.	REVIEWS SUPPORT AGREEMENT. Reviews support agreement on a periodic basis to determine if agreement is current and required services are provided.
2.3.	PERFORMS AS ASSISTANT USP&FO FOR AIR (FISCAL):
2.3.1.	DIRECTS COMPTROLLER OPERATION. Directly responsible to the USP&FO for fund accountability, certification of payments, execution of fiscal accounting programs and use of assigned fiscal station number. Ensures establishment of necessary financial records, implementation of procedures, proper management of funds and the accurate, timely reporting.
2.3.2.	PROVIDES OVERSIGHT. Reviews, approves, and submits budgetary requirement. Manages utilization of allocated funds, workdays, voucher certification and travel card. Provides oversight for the leave program.
2.3.3.	OVERSEES INTERNAL MANAGEMENT CONTROL PROGRAM. Ensures overall management and assists in preparation of the Annual Assurance Statement.
2.4.	OVERSEES GROUND TRANSPORTATION. Serves as alternate Transportation Agent to the Transportation Officer (USP&FO). Ensures air, surface and commercial transportation requirements are effectively managed within parameters of governing directives.
2.5.	OVERSEES PURCHASING AND CONTRACTING. Ensures maximum customer support within established time frames and within the constraints of the Federal Acquisition Regulations (FAR).

2.6.	OVERSEES VEHICLE MAINTENANCE. Ensures effective utilization of transportation facilities and resources. Develops and implements a vehicle management program which allocates resources to support the mission.
2.7.	OVERSEES AEROSPACE GROUND EQUIPMENT, AIRCRAFT MAINTENANCE AND MUNITIONS. Ensures effective utilization of facilities and resources. Develops and implements various management programs which allocate resources to support the mission.
2.8.	OVERSEES SUPPLY AND FUELS MANAGEMENT.
2.9.	PERFORMS DUTIES AS THE BASE AUDIT FOCAL POINT.
3.	SPECIAL PLANNING OR SCHEDULING:
3.1.	PREPARES FOR INCOMING UNIT TRAINING. Provides supplies and logistical support to visiting units during deployment.
3.2.	SCHEDULES APPROPRIATE ACCOMMODATIONS. Provides billeting accommodations to incoming units.
3.3.	PERFORMS OVERSIGHT OF SUBORDINATE UNIT PROGRAM. Makes staff visit to subordinate unit and evaluates capability. Reviews data and gives direction/advice to improve procedure/performance.
3.4.	PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).
3.5.	PREPARES FOR ANNUAL TRAINING (AT) PERIODS.
3.6.	PREPARES FOR MOBILITY PARTICIPATION:
3.6.1.	SCHEDULES DEPLOYMENT TRAINING. Coordinates with all training Offices of Primary Responsibility (OPRs) to schedule and set up training for unit members.
3.6.2.	REVIEWS DEPLOYMENT REQUIREMENTS. Reviews to ensure members meet required standards for deployment.
3.6.3.	COORDINATES WITH HIGHER HEADQUARTERS ON DEPLOYMENT CYCLES. Reviews deployment data and information from higher headquarters to ensure deployment requirements are met
4.	INDIRECT. Work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.



## Attachment 3

## MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Logistics Group Commander	Logistics Commander	020C0	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.